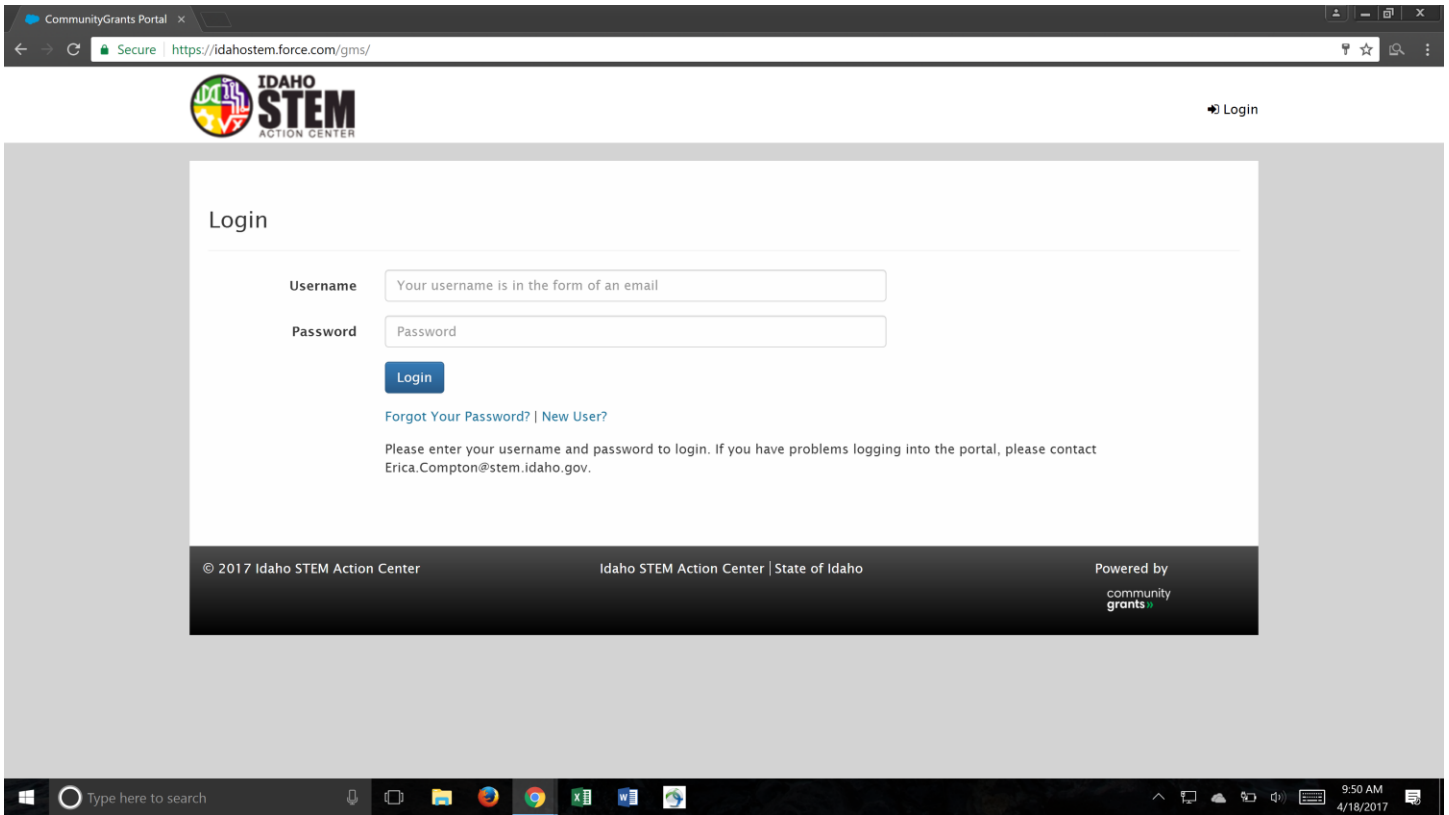
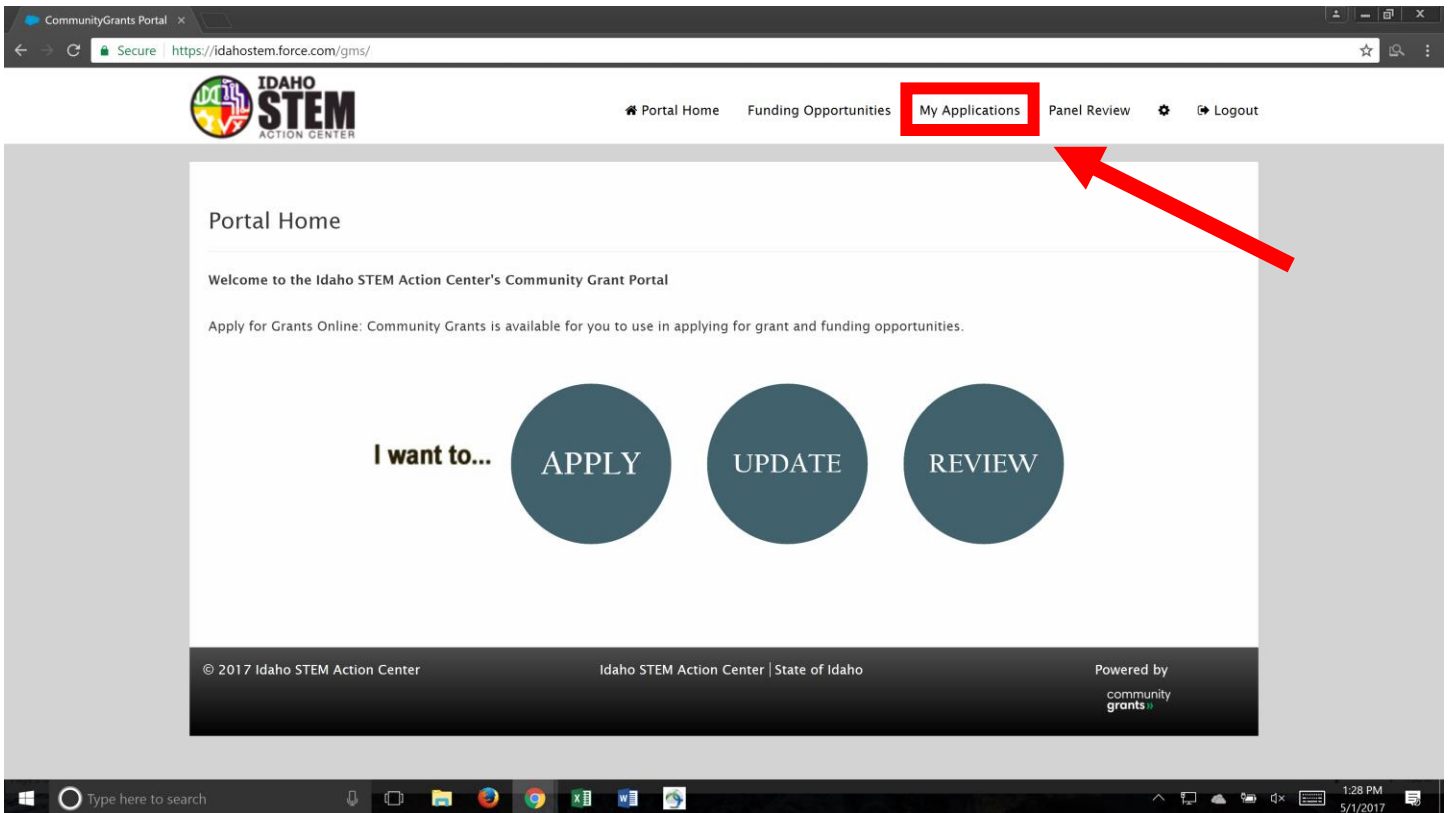


## How to submit a report:

1. Go to the Community Grants Portal ([idahostem.force.com/gms/](https://idahostem.force.com/gms/)). Log into your account.



2. Click on "My Applications"



3. Select the application you would like to create a report for by clicking on the application number.

https://idahostem.force.com/gms/Grant\_PtIFundingApps

IDAHO STEM ACTION CENTER

Portal Home Funding Opportunities My Applications Panel Review Logout

### My Applications

Click the pencil icon beside the selected draft under Actions to continue editing.

Click the printer icon beside the selected record under Actions to print.

When visible, allows an applicant to delete a draft application.

page 1 of 1 (1 records total) Previous Next Page Size: 10

Application Id	Funding Opportunity Name	Fiscal Year	Status	Funding Requested	Actions
APP-001701	Example Grant	FY17	Submitted	\$0.00	

### Panel Review

If you have been assigned as a panelist reviewing others' applications, click [here](#) to view.

4. Click "New Report" to go to the reports page.

Funding application Detail

https://idahostem.force.com/gms/Grant\_PtIFundingAppDetail?id=a055000000pPEIdAAO

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« Back to My Applications

### Funding Application for: Example Grant

#### Final Reports

No reports found.

New Report

#### Funding Summaries

Funding Summary Name	Activity Type	Total Transactions Amount	Award Amount Remaining
a085000000NFFLG		\$0.00	\$0.00

#### Funding Application Details

Print

#### Information

Application ID	APP-001701
Funding Opportunity Name	Example Grant
Organization Name	Idaho STEM Action Center
Status	Submitted
Contact Name	STEM Test

5. Select “New” at the right of the opportunity.

The screenshot shows the Idaho STEM Action Center portal. The top navigation bar includes links for Portal Home, Funding Opportunities, My Applications, Panel Review, and Logout. The main content area is titled 'New Reports' and displays a table with columns: Name, Category, Close Date/Time, Fiscal Year, Status, and Action. The first row shows 'Example Grant Report' with a status of 'Published'. The 'Action' column for this row contains a link labeled 'New', which is highlighted by a red box. A red arrow points from below the table towards this 'New' link. The footer of the page includes copyright information for 2017 Idaho STEM Action Center and a logo for 'Powered by community grants'.

6. Fill out each section of your report.

The screenshot shows the 'Final Report for: Idaho STEM Action Center' form. The form is divided into sections: 1. Overview, 2. Contact Info, 3. Example, and 4. Review & Status. The 'Overview' section is expanded, showing a text area for the report content and buttons for 'Save & Exit', 'Next >', and 'Submit Final Report'. The 'Contact Info' section is partially visible below. The footer of the page includes copyright information for 2017 Idaho STEM Action Center and a logo for 'Powered by community grants'.

## 7. After each section is answered, click "Submit Final Report."

The screenshot shows a web browser window with the URL [https://idahostem.force.com/gms/grant\\_ptlappedit?id=a055000000pPEK5AAO&tab=3](https://idahostem.force.com/gms/grant_ptlappedit?id=a055000000pPEK5AAO&tab=3). The page header includes the IDAHO STEM ACTION CENTER logo and navigation links: Portal Home, Funding Opportunities, My Applications, Panel Review, and Logout. Below the header, there is a row of buttons: Save & Exit, Save, < Previous, and Submit Final Report. The 'Submit Final Report' button is highlighted with a red box, and a red arrow points to it from the right. Below the buttons, a text block reads: "Please review your Final Report for 'Example Grant Report' and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:" followed by a list of status icons: a green checkmark for "Question has been answered.", a red X for "Question has not been answered and is required.", and a grey circle for "Question has not been answered but is optional." Below this, a text block states: "When your Final Report is complete, click the 'Submit Final Report' button to submit it for review." The page then shows sections for "Contact Info" and "Example", each with a list of questions and their status (e.g., "Question1" with a green checkmark). At the bottom of the page, there is another row of buttons: Save & Exit, Save, < Previous, and Submit Final Report. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 3:01 PM and date 5/1/2017.

Portal

Secure | [https://idahostem.force.com/gms/grant\\_ptlappedit?id=a055000000pPEK5AAO&tab=3](https://idahostem.force.com/gms/grant_ptlappedit?id=a055000000pPEK5AAO&tab=3)

IDAHO STEM ACTION CENTER

Portal Home Funding Opportunities My Applications Panel Review Logout

Save & Exit Save < Previous Submit Final Report

Please review your Final Report for "Example Grant Report" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

- Question has been answered.
- Question has not been answered and is required.
- Question has not been answered but is optional.

When your Final Report is complete, click the "Submit Final Report" button to submit it for review.

Contact Info

- Question1
- Question2

Example

- Question1

Save & Exit Save < Previous Submit Final Report

Type here to search

3:01 PM 5/1/2017